

JOB OPENING

Public Employee Retirement Administration Commission (PERAC)

OFFICIAL TITLE: **Compliance Analyst**

DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES:

Under the direction of the Compliance Director coordinate and conduct the review and analysis of all investment related filings submitted by Boards to PERAC to assess compliance with statute, regulations and best practices. Track compliance and recommend the application of corrective actions when warranted.

Participate in PERAC's Educational Program (development of curriculum, course scheduling, registration monitoring) to assure the offering of sufficient credit sessions to maximize Board member participation as mandated in c. 176. Track board member educational credits and recommend the application of statutory sanctions when warranted.

Coordinate and conduct the receipt, review and analysis of vendor filings submitted by vendors to PERAC and assess compliance with statute, regulations and best practices. Investigate issues that arise as a result of that review and analysis. Track compliance and recommend the application of corrective actions when warranted.

Review board and/or board member investment relationships to avoid conflict with the protection of active/retiree assets. This includes ensuring that assets are accounted for and safeguarded.

Coordinate the annual issuance of the Statement of Financial Interest (SFI's) to board members as mandated by c. 176. Review and analyze receipt of those filings. Track Board member compliance and recommend the application of statutory sanctions when warranted.

Coordinate the participation of Reporting Staff in the preparation and presentation of educational materials to Boards, vendors, Board staff and others to assist in a greater understanding of statute, regulations and best practices as well as to inform interested parties of the activities of the Commission in this area.

In conjunction with Compliance Director, review retirement board procurements ensuring competitive bid process before board awards contract, for the purpose of consulting managers and/or Money managers and other services procured by retirement boards.

Review and assess investment relevant provisions of the Annual Statement of Financial Condition submitted by each retirement board. Review board investment fee structure for the

purpose of consulting and/or money manager fees. Prepare periodic analysis of investment fee structure of all boards.

Review and edit investment regulations when warranted as outlined in PERAC's regulation process.

Provide advice to board members, vendors and other parties as to their responsibilities with respect to education, investment, procurement process, SFI's and other investment matters.

Assists in the preparation of and participates in the presentation of educational seminars.

QUALIFICATIONS REQUIRED AT HIRE:

Bachelor's Degree Required. Advanced degree in finance a plus. 5 plus year's experience with Investment Performance Measurement is preferred. Strong communication, writing, verbal, and presentation skills.

Successful candidate will enjoy a generous benefit package including competitive salary, excellent pension and health benefits.

Salary range: \$68,000 – 85,000

Please submit your resume online at: <https://massanf.taleo.net/careersection/ex/jobsearch.ftl>

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.